

***NATIONAL WEATHER SERVICE INSTRUCTION 90-201  
AUGUST 9, 2016***

***Staffing and Organization  
NWS Mission and Organization 90-2***

***PROCEDURES FOR INITIATING AND PROCESSING ORGANIZATIONAL CHANGE***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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***SUMMARY OF REVISIONS:*** This directive supersedes NWSI 90-201, “*Procedures for Organizational Change*,” dated March 12, 2010. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015. No content changes were made.

Signed	July 26, 2016
John E. Potts	Date
Chef Financial Officer/Chief	
Administrative Officer	

## Procedures for Organizational Change

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1. Introduction. These procedures provide general guidance on the initial processing of requests for reorganization by Office Directors, Regional Directors, and Staff Offices. They are very general and recognize that each reorganization is different.

The first step for a manager in any reorganization is to contact the servicing Workforce Management Office (WFMO). They will be able to guide the manager through the process and determine the path to be taken in preparing a submission for reorganization. The manager must also advise the National Weather Service (NWS) Chief Financial Officer/Chief Administrative Officer (CFO/CAO).

2. General Procedures. All reorganizations must follow a formal process. General procedures for reorganization proposed by Line Offices (in this case, the NWS) are outlined in DAO 200-7, *Department Organization Order Series*, NAO 200-7, *Initiating and Processing Organization Changes*, and the Handbook to NAO 200-7. Any proposal to change the organization which establishes, consolidates, abolishes, or alters the status or configuration of Financial Management Centers (FMCs) follows the instructions outlined in these Orders. Proposals do not receive final approval until all NWS, National Oceanic and Atmospheric Administration (NOAA), and/or Department of Commerce (DOC) requirements and clearance procedures are satisfied. However, NWS reorganizations must go through the Assistant Administrator (AA) for Weather Services.

3. Approval and Implementation. Once approval is obtained from the AA, NOAA and/or DOC, the FMC is responsible for implementing all proposed changes.

4. Roles and Responsibilities.

4.1 Office of the CFO/CAO. The CFO/CAO's Office provides consultation, analysis, and procedural assistance to Office, Regional and Staff Office Directors and/or their designees.

4.2 FMC and Staff Office Directors. All FMC (Headquarters, Regional) and Staff Office Directors are responsible for reviewing and approving proposed organizational changes in their offices.